



PROCESS FOR CLEARING NEW PAID COACHES

- Your Athletic Director will notify Human Resources that you are a **new paid** coach/assistant
- Visit Human Resources at the District Office **200 Douglas Street, Petaluma, CA (707) 778-4609**, who will give you information on all clearances you need:
 - Fingerprints** - Petaluma City Schools
 - TB Risk Assessment or Skin Test** (submit an assessment or skin test read within 60 days prior to hire date)
 - CPR & First Aid Training**
 - Sudden Cardiac Arrest Training**
 - CIF Coach's Education Course** (Required for High School coaches/assistants only)
 - Concussion in Sports Training** (Required for High School coaches/assistants only)
 - Heat Illness Prevention**
 - Mandated Reporter Training**
 - Letters - Verification of Coaching Experience**

Under NO CIRCUMSTANCES are you allowed to begin coaching or be on campus without a clearance

- Get fingerprinted (DOJ/FBI)
- Submit a completed **TB Risk Assessment** (free at the District Office, or through your own health care provider)
- Complete **Sudden Cardiac Arrest Training Course** through NFHSLearn.com
- Complete **Concussion in Sports Training Course** through NFHSLearn.com (Required for High School coaches/volunteers only)
- Complete **CIF Coach's Education Course** online at NFHSLearn.com the course is called **Fundamentals of Coaching** (Required for High School coaches only)
- Complete **Heat Illness Prevention Course** through NFHSLearn.com
- Obtain **CPR and First Aid Certification** through a certified source. (Can both be completed on-line)
<https://www.protrainings.com/client/petaluma-city-schools> **OR**
<https://www.simplecpr.com/adult-cpr-first-aid> **OR** SimpleCPR.
- Complete **Mandated Reporter Training** (no fee) through *Public School Works* (directions in packet)
- Create a **Home Campus** portal through <https://www.homecampus.com/> (directions in packet)
- Upload certificates to your Home Campus portal when you have completed required courses
- Your Athletic Director will be notified by Human Resources when you have been cleared
- Human Resources will contact you to complete paperwork for payroll.